

31 July 1981

MEMORANDUM FOR:

Collection, Requirements and Evaluation

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FROM : Deputy Director
National Foreign Assessment Center

THROUGH : Chief
Collection, Requirements & Evaluation Staff

SUBJECT : Selection to D/NFAC Minority Advisory Panel

1. This is to inform you of your selection to serve as a member of the D/NFAC's Minority Advisory Panel. Your term of office will be nine months.

2. The Director of NFAC and I look forward to working with you and the other panel members.


3. The mission of the panel is to:

- A. Advise and make recommendations to the D/NFAC and DD/NFAC on policies and procedures for enhancement of the careers of NFAC's minority employees.
- B. Detect problems affecting equality of opportunity and the Affirmative Action efforts of NFAC and apprise the D/NFAC and DD/NFAC of those problems.
- C. Assist in the development of NFAC's Affirmative Action Plan by providing recommendations and suggestions.
- D. Monitor NFAC's EEO effort, making recommendations to improve its effectiveness.
- E. Advise management in the placement of minority employees who need changes in career paths.

4. You will be contacted by the panel chairman, in the near future concerning an initial panel meeting.

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4. We hope you enjoy your tenure on the panel.


R. E. Hineman

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